

# Accounting Skills Statements

The list below is intended to help you remember skills you have learned. There may be things you know that do not appear on the list. Be sure to include everything you know, not just what you find on the list!

## Sample Skills/Skill Headings

Bookkeeping Corporate Accounting  
Purchasing Contract Administration  
Analysis and Preparation Personnel  
Administration  
Credit Management Customer Service  
Payroll Preparation and Taxes Purchasing  
/Inventory Control

Supervision / Training Governmental  
Accounting  
Computerized Accounting Manufacturing  
Cost Accounting  
Capital Budgeting Cost-Volume-Profit  
Analysis

## Computer/Office Machine Skills

MS Office, Word, Excel, Access, Quattro Pro, Quickbooks 2000,  
Peachtree, Lotus 1-2-3, Unilink, Lacerte, electronic mail, HR financial  
reporting systems, ADP system, Deltek system, AS/400, sorting,  
transcribing, encoding and billing machines, 10-key by touch, type 50  
wpm

## Sample Skill Statements

- Created a variety of summary reports: A/R, payroll, staff utilization, sales, and cost reports
- Developed a variety of computerized spreadsheet reports
- Prepared vouchers, invoices, account statements, and reports
- Developed a new form for reporting travel expenses
- Created year-to-year sales comparison spreadsheet to determine number and frequency of orders
- Generated Web pages from spreadsheets and hyperlinked to other documents
- Posted entries to sales journals and general ledger
- Reconciled bank statements and made deposits
- Produced and analyzed monthly financial statements to confirm a balanced accounts receivable system
- Calculated, posted, and verified accounts payable and receivable
- Calculated and prepared manually issued checks
- Sorted and microfilmed transaction documents, including checks, using sorting machine
- Generated weekly, monthly, and year-end accounts payable reports
- Managed general ledger and journals for business with sales of \$ \_\_\_ annually
- Prepared financial statements & summarizations for 4 internal departments

- Processed billing for approximately 150 daily invoices and collected on bad debts
- Organized and increased collection efforts, resulting in higher volume of payments (include %)
- Completed and submitted payroll and excise tax reports
- Processed payroll for 50 employees and 1,100 A/R and A/P accounts
- Entered semi-monthly and monthly calculations (ADP system)
- Maintained personnel files and insurance claims, updated employee status, calculated and submitted yearly pension and W-2 forms
- Processed employee credit applications
- Audited expense reports for 75 employees
- Timesheet approval, verification and tracking
- Coordinated with insurance administrators to process claims
- Coordinated with state, county, and city officials in completion of purchase orders
- Researched and verified customer credit applications
- Handled all credit card disputes and charge backs
- Authorized to set up new accounts or extend credit to \$ \_\_\_\_\_
- Provided cost estimates, project options, and company policy guidelines to customers
- Interviewed clients to obtain information on taxable income and deductible expenses and allowances
- Dealt effectively with irate customers, resolving conflicts and negotiating payments
- Elicited customer concerns and resolved problems to maintain excellent public relations
- Attended staff meetings, composed correspondence, and prepared a variety of confidential reports and proposals
- Converted manual payroll, A/R, A/P, and checking to computerized system
- Set up computerized accounts and developed client database
- Kept detailed records, documented purchases, and tracked inventory
- Regularly audited product inventory calculations
- Purchased all supplies for building, office, and grounds from 10 vendors
- Developed and maintained database for over \_\_\_ vendors
- Familiar with social security, withholding, and unemployment regulations
- Prepared and filed quarterly reports, state and federal taxes
- Prepared federal individual and sole proprietorship income tax returns, partnership and corporate returns
- Assisted fiscal manager with audit preparation and other reporting
- Conducted job order, process, joint and by-product costing
- Familiar with budgeting, including use of standard and actual costs through variance analysis
- Performed analytical reviews of financial results, proposals, and plans
- Accounted for the recording, valuation and reporting of securities investments
- Accounted for inventory using assumed cost flow methods under perpetual and periodic inventory systems
- Used horizontal, vertical, and ratio analysis to evaluate financial strength and performance
- Performed cost-volume-profit analysis using one- and two-variable data tables

- Familiar with torts, contract law, and application of the Uniform Commercial Code